

**Disposal Schedule
for
Vocational Education and
Training Records of the Institute
of TAFE Tasmania**

Disposal Authorisation No. DA 2183

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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 Tasmanian Archive & Heritage 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, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. DA 2183

Title: Disposal Schedule for Vocational Education and Training Records of the Institute of TAFE Tasmania

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

Version	Date	Author	Reason	Sections
2.0	16-07-2015	Christine Woods	Template	All
1.0	22-10-1993	TAHO	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

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 (name of agency or sector).

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 Tasmanian Archive & Heritage 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 Government Information Strategy Unit (GISU) website.

<p>01.00.00</p>	<p>BOARD MANAGEMENT The function of managing the activities of the Board of the <i>Institute of TAFE Tasmania</i>. Includes the establishment, appointment of members, remuneration, terms of reference, proceedings, minutes, reports, agendas etc. <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for meetings of the Corporate Strategy Group, Business Consortium & Learning Consortium.</i></p>	
<p>01.01.00</p>	<p>Advice (BOARD MANAGEMENT) The activities associated with offering opinions by or to the <i>Institute of TAFE Tasmania</i>. <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments and for requests for information about the Institute of TAFE Tasmania’s services by the general public or outside organisations.</i></p>	
<p>01.01.01</p>	<p>Records documenting the receipt or provision of advice relating to Board Management.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>01.02.00</p>	<p>Appointments (BOARD MANAGEMENT) The activities associated with making recommendations for appointment of Board members including the setting of fees and allowances and the preparation of sizing statements.</p>	
<p>01.02.01</p>	<p>Records documenting the appointment of Board members including remuneration and sizing statements.</p>	<p>PERMANENT</p>
<p>01.03.00</p>	<p>Arrangements (BOARD MANAGEMENT) The activities involved in arranging for a journey or a trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p>	
<p>01.03.01</p>	<p>Records documenting arrangements for Board members to undertake work-related travel including overseas or interstate travel. <i>See 01.07.02 for reports of overseas travel undertaken by Board members.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>01.04.00</p>	<p>Liaison (BOARD MANAGEMENT) The activities associated with maintaining regular general contact between the <i>Institute of TAFE Tasmania</i> and professional organisations such as industry bodies, 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 or partnership agreements.</p>	
<p>01.04.01</p>	<p>Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaborations on projects that are not joint ventures.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

01.05.00	<p>Meetings (BOARD MANAGEMENT) The activities associated with gatherings held to discuss issues and matters pertaining to the business of the <i>Institute of TAFE Tasmania</i>.</p> <p><i>See 01.05.00 for meetings of Committees or Teams.</i></p>	
01.05.01	<p>Records documenting board meetings. These may include:</p> <ul style="list-style-type: none"> • agenda papers • minutes • briefing papers • discussion papers • reports presented at the meeting • board charter 	PERMANENT
01.06.00	<p>Public Reaction (BOARD MANAGEMENT) The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.</p>	
01.06.01	<p>Records documenting expressions of appreciation received from members of the public, industry bodies, industry councils or agency clients.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
01.07.00	<p>Reporting (BOARD MANAGEMENT) The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.</p> <p><i>See 01.07.01 for reports presented to the Board.</i></p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for master copies of the annual report.</i></p>	
01.07.01	<p>Reports prepared in response to a request from the Minister.</p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
01.07.02	<p>Reports on overseas travel undertaken by Board members.</p>	PERMANENT

<p>02.00.00</p>	<p>BUSINESS DEVELOPMENT The function of working with business and industry clients to develop the <i>Institute of TAFE Tasmania's</i> alliances and partnerships, deliver training solutions and achieve commercial revenue targets. Includes consultancy services for skills audits and training needs analyses, and the brokerage of customised training programs. <i>See 04.00.00 for the delivery of fee-for-service training programs.</i> <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for financial transactions (invoices etc.)</i> .</p>	
<p>02.01.00</p>	<p>Advice (BUSINESS DEVELOPMENT) The activities associated with offering opinions by or to the <i>Institute of TAFE Tasmania</i>. <i>See 04.09.00 for requests for information about the Institute of TAFE Tasmania's training program by the general public or another organisation.</i> <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.</i> <i>See 07.05.00 for guidance advice provided to individual students.</i></p>	
<p>02.01.01</p>	<p>Records documenting the receipt and provision of advice internally or to outside organisations relating to the Business Development function.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>02.02.00</p>	<p>Agreements (BUSINESS DEVELOPMENT) The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts. <i>See 02.06.00 for agreements for the delivery of services by outside parties.</i> <i>See 02.09.00 for agreements relating to joint ventures.</i></p>	
<p>02.02.01</p>	<p>Records documenting the establishment, maintenance and review of agreements and contracts.</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreement or contract.</p>
<p>02.02.02</p>	<p>Signed simple contracts and agreements and supporting documentation. <i>See 02.02.03 for contracts under seal.</i></p>	<p>TEMPORARY Destroy 7 years after completion or termination.</p>
<p>02.02.03</p>	<p>Signed contracts under seal and supporting documentation.</p>	<p>TEMPORARY Destroy 13 years after completion or termination.</p>

02.03.00	<p>Client Relationships (BUSINESS DEVELOPMENT) The process of managing business relationships on behalf of the <i>Institute of TAFE Tasmania</i> with individual businesses or enterprises.</p>	
02.03.01	<p>Records documenting negotiations with business clients for the provision of training services by the <i>Institute of TAFE Tasmania</i>. These may include:</p> <ul style="list-style-type: none"> • training proposals • skills audits • training program outlines • costing sheets • correspondence <p><i>See 02.02.00 for contracts.</i></p> <p><i>See 04.12.01 for the delivery of training.</i></p>	TEMPORARY Destroy 7 years after action completed.
02.03.02	Business client details including training history maintained in client relationship database.	PERMANENT
02.04.00	<p>Committees (BUSINESS DEVELOPMENT) The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees.</p> <p><i>See 02.12.00 for forums and meetings of individuals and groups that are not considered committees or teams.</i></p>	
02.04.01	<p>Records of internal and external committees where the <i>Institute of TAFE Tasmania</i> has the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> • appointment of members • final versions of minutes • agenda papers • reports • submissions 	PERMANENT
02.04.02	<p>Records of external committees where the <i>Institute of TAFE Tasmania</i> does not have the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> • appointment of members • minutes • agendas • reports • submissions 	TEMPORARY Destroy 2 years after action completed.
02.04.03	Records documenting the administration of committees including notices of meetings and routine correspondence.	TEMPORARY Destroy when reference ceases.
02.05.00	<p>Consultancy Services (BUSINESS DEVELOPMENT) The activities involved in the performance of work or the provision of services to an external organisation by the <i>Institute of TAFE Tasmania</i>.</p> <p><i>See 02.06.00 for the activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant.</i></p> <p><i>See 02.20.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i></p> <p><i>See DA No. 2135 – Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for arrangements for, and the provision of, training and/or assessment services to external clients.</i></p>	

02.05.01	<p>Records documenting the provision of consultancy services to an external organisation. These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreement • progress reports • contact notes • correspondence 	<p>TEMPORARY Destroy 7 years after completion or termination of agreements or contracts.</p>
02.06.00	<p>Contracting-out (BUSINESS DEVELOPMENT) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or the use of external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 02.05.00 for the activities involved in the provision of consultancy services to other organisations.</i></p> <p><i>See 02.19.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for arrangements for, and management of, training and/or assessment services by external clients.</i></p>	
02.06.01	<p>Records documenting the arrangements for, and the management of work or the provision of services by external parties. These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreement • progress reports • contact notes • correspondence 	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of agreements.</p>
02.06.02	<p>Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
02.07.00	<p>Enquiries (BUSINESS DEVELOPMENT) The activities associated with the handling of requests for information about the <i>Institute of TAFE Tasmania</i> and its services from the general public or another organisation.</p>	
02.07.01	<p>Records documenting requests for, and the provision of, routine information relating to business development.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
02.08.00	<p>Evaluation (BUSINESS DEVELOPMENT) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation.</p>	
02.08.01	<p>Records documenting the evaluation of business development opportunities, services or systems.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

<p>02.09.00</p>	<p>Joint Ventures (BUSINESS DEVELOPMENT) The activities involved in managing joint operations between departments, or with other organisations, where there is a contract or joint contribution of funds and/or time. Includes partnerships. <i>See 02.10.00 for other collaboration.</i></p>	
<p>02.09.01</p>	<p>Records documenting the arrangements for, and the management joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • progress reports • contact notes • correspondence 	<p>TEMPORARY Destroy 7 years after completion or termination of agreements or contracts.</p>
<p>02.10.00</p>	<p>Liaison (BUSINESS DEVELOPMENT) The activities associated with maintaining regular general contact between the <i>Institute of TAFE Tasmania</i> and professional organisations such as industry bodies, 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 or partnership agreements. <i>See 02.09.00 for the activities involved in managing joint operations with other organisations, where there is a contract or joint contribution of funds and/or time.</i></p>	
<p>02.10.01</p>	<p>Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaborations on projects that are not joint ventures and partnerships.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>02.11.00</p>	<p>Marketing (BUSINESS DEVELOPMENT) The process of analysing, creating and selling products and services. Includes the analysis of market sectors, product development and enhancements, advertising programs, and the development and implementation of marketing campaigns and sponsorship arrangements. <i>See 02.11.01 for the development of marketing plans.</i></p>	
<p>02.11.01</p>	<p>Records documenting the marketing of business development opportunities including advertising campaigns and promotions. <i>See 02.02.00 for contracts with marketing providers.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>02.12.00</p>	<p>Meetings (BUSINESS DEVELOPMENT) The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the <i>Institute of TAFE Tasmania</i>.</p>	
<p>02.12.01</p>	<p>Minutes, agendas and supporting documentation of meetings. <i>See 02.04.00 for meetings of Committees, Programs or Teams.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

02.13.00	Planning (BUSINESS DEVELOPMENT) The process of formulating ways in which objectives can be reached.	
02.13.01	Records documenting the development of plans relating to the business Development function. These may include: <ul style="list-style-type: none"> Marketing plans <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i></p>	TEMPORARY Destroy 7 years after plan is superseded.
02.14.00	Policy (BUSINESS DEVELOPMENT) The activities associated with development and establishing decisions, directions and precedents that act as reference for future decision-making.	
02.14.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 02.15.01 for policy and procedures manual.</i>	PERMANENT
02.15.00	Procedures (BUSINESS DEVELOPMENT) Standard methods of operating laid down according to formulated policy.	
02.15.01	Records documenting the development of procedures and guidelines and final versions of procedure manuals.	TEMPORARY Destroy 7 years after superseded.
02.16.00	Project Management (BUSINESS DEVELOPMENT) The process of managing all aspects of the project life-cycle leading to implementation of the project outcomes. Includes developing the business case, scoping the project, stakeholder analysis, risk management and financial analysis, and governance. <i>Use other relevant functions and activities for implementation of the project outcomes.</i> <i>See 04.12.00 for the provision of training services to business clients.</i>	
02.16.01	Records documenting the management of projects.	TEMPORARY Destroy 3 years after action completed.
02.17.00	Public Reaction (BUSINESS DEVELOPMENT) The process of handling customer and public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from customers and the public.	
02.17.01	Records documenting expressions of appreciation from members of the public or agency clients.	TEMPORARY Destroy 2 years after action completed.
02.17.02	Records documenting complaints which: <ul style="list-style-type: none"> create a precedent raise policy or legal issues raise issues requiring broader follow up contain qualified legal opinion lead to procedural changes <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for complaints about an individual agency employee.</i></p>	PERMANENT

02.17.03	Records documenting complaints not described in 02.17.02. <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for complaints about an individual agency employee.</i>	TEMPORARY Destroy 2 years after action completed.
02.18.00	Reporting (BUSINESS DEVELOPMENT) The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.	
02.18.01	Reports documenting commercial activities provided to senior management.	TEMPORARY Destroy 4 years after action completed.
02.18.02	Monthly reports on commercial activities provided to Program Managers.	TEMPORARY Destroy 1 year after action completed.
02.19.00	Tendering (BUSINESS DEVELOPMENT) The activities involved in receiving and assessing tenders. <i>See 02.20.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i> <i>See 02.06.00 for contracts relating to the delivery of services by outside parties.</i>	
02.19.01	Records documenting the development and issue of tender documents and the evaluation of tenders. These may include: <ul style="list-style-type: none"> • statements of requirements • requests for proposals • expression of interest • requests for tender (RFT) • draft contracts • reports • public notices 	TEMPORARY Destroy 7 years after tender process completed.
02.19.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.
02.19.03	Tender registers.	TEMPORARY Destroy 7 years after last entry.
02.20.00	Tendering by ITT (BUSINESS DEVELOPMENT) The process of preparing and submitting tenders or proposals to an external organisation as an offer to provide products or services. Includes the distribution of tender opportunities and the co-ordination of the tendering process including assistance with tender preparation. <i>See 02.19.00 for the activities involved in receiving and assessing tenders.</i> <i>See 02.06.00 for contracts relating to the performance of work or the provision of services to an external organisation by the Institute of TAFE Tasmania.</i>	
02.20.01	Records documenting the preparation and submission of proposals and tender documents by the <i>Institute of TAFE Tasmania</i> .	TEMPORARY Destroy 7 years after action completed.

<p>03.00.00</p>	<p>LEARNING RESOURCE MANAGEMENT The function of acquiring, developing, maintaining and marketing learning and assessment resources in any format. Includes materials used in accredited, non-accredited, commercial and government programs and the development of materials for other organisations by the <i>Institute of TAFE Tasmania</i>. Also includes intellectual property, copyright, and licensing arrangements including the licensing of technology systems used to delivery learning resources. Also includes curriculum and training package management. Learning resources may include:</p> <ul style="list-style-type: none"> • training packages • student resources • teacher resources • assessment guides • student logs • teaching plans • implementation plans <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for learning media services.</i></p>	
<p>03.01.00</p>	<p>Acquisition (LEARNING RESOURCE MANAGEMENT) The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisition.</p>	
<p>03.01.01</p>	<p>Records documenting the acquisition of learning resource materials including associated licensing arrangements.</p> <p><i>See 03.03.01 for licence agreements.</i></p>	<p>TEMPORARY Destroy 7 years after the date of purchase or expiry of the licence whichever is later.</p>
<p>03.01.02</p>	<p>Master copies of curriculum and syllabi utilised prior to the introduction of training packages.</p>	<p>PERMANENT</p>
<p>03.02.00</p>	<p>Advice (LEARNING RESOURCE MANAGEMENT) The activities associated with offering opinions by or to the <i>Institute of TAFE Tasmania</i>.</p> <p><i>See 04.09.00 for requests for information about the Institute of TAFE Tasmania’s training program by the general public or another organisation.</i></p> <p><i>DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to the Government’s request for advice or comments.</i></p> <p><i>See 07.05.00 for guidance or advice provided to individual students.</i></p>	
<p>03.02.01</p>	<p>Records documenting advice provided to outside organisations including other government agencies.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>03.02.02</p>	<p>Records documenting advice provided to internal clients relating to learning resources. These may include:</p> <ul style="list-style-type: none"> • Briefing notes 	<p>TEMPORARY Destroy 1 year after action completed.</p>

03.03.00	<p>Agreements (LEARNING RESOURCE MANAGEMENT) The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.</p> <p><i>See 03.07.00 for agreements for the delivery of services by outside parties.</i></p> <p><i>u 03.11.00 for agreements relating to joint ventures.</i></p> <p><i>See 03.06.00 for agreements relating to the provision of consultancy services by the Institute of TAFE Tasmania</i></p>	
03.03.01	<p>Records documenting agreements and contracts including internal service agreements. These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • correspondence 	<p>TEMPORARY Destroy 7 years after expiry or termination of agreement or contract.</p>
03.03.02	<p>Register of agreements and contracts</p>	<p>TEMPORARY Destroy 7 years after expiry or termination of last agreement or contract.</p>
03.04.00	<p>Committees (LEARNING RESOURCE MANAGEMENT) The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees.</p> <p><i>See 03.15.01 for forums and the meetings of individuals and groups that are not considered committees or teams.</i></p>	
03.04.01	<p>Records of internal and external committees where the <i>Institute of TAFE Tasmania</i> has the administrative or secretariat role including program meetings and team meetings. These may include:</p> <ul style="list-style-type: none"> • appointment of members • final versions of minutes • agenda papers • reports • submissions 	<p>PERMANENT</p>
03.04.02	<p>Records of external committees where the <i>Institute of TAFE Tasmania</i> does not have the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> • appointment of members • minutes • agendas • reports • submissions 	<p>TEMPORARY Destroy 3 years after action completed or following next registration audit whichever is later.</p>
03.04.03	<p>Records documenting the administration of committees including notices of meetings and routine correspondence.</p>	<p>TEMPORARY Destroy when reference ceases.</p>

<p>03.05.00</p>	<p>Compliance (LEARNING RESOURCE MANAGEMENT) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory and quality standards or requirements to which the organisation is subject. Includes compliance with the ISO 9000 series and assessment and training standards.</p> <p><i>See DA No. 2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for registration under the AQTF and audits of compliance with AQTF standards.</i></p> <p><i>See 03.10.00 for copyright compliance.</i></p>	
<p>03.05.01</p>	<p>Records documenting agency compliance with mandatory or optional accountability requirements including the allocation of ISBN, ISSN and URL identifiers.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>03.06.00</p>	<p>Consultancy Services (LEARNING RESOURCE MANAGEMENT) The activities involved in the performance of work or the provision of services to an external organisation by the <i>Institute of TAFE Tasmania</i>.</p> <p><i>See 03.07.00 for the activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant.</i></p> <p><i>See 03.27.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i></p>	
<p>03.06.01</p>	<p>Records documenting the provision of consultancy services to an external organisation. These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreement • progress reports • contact notes • correspondence 	<p>TEMPORARY Destroy 7 years after completion or termination of agreements or contracts.</p>
<p>03.07.00</p>	<p>Contracting-out (LEARNING RESOURCE MANAGEMENT) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See 03.06.00 for the provision of consultancy services to other organisations.</i></p> <p><i>See 03.26.00 for the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement.</i></p>	
<p>03.07.01</p>	<p>Records documenting arrangements for, and the management of work, or the provision of services by external parties. These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • contact notes • correspondence 	<p>TEMPORARY Destroy 7 years after completion or termination of agreements or contracts.</p>
<p>03.07.02</p>	<p>Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.</p>	<p>TEMPORARY Destroy 1 year after negotiations cease.</p>

03.08.00	Enquiries (LEARNING RESOURCE MANAGEMENT) The activities associated with the handling of requests for information about the <i>Institute of TAFE Tasmania</i> and its services from the general public or another organisation.	
03.08.01	Records documenting requests for, and the provision of, routine information relating to learning resource management.	TEMPORARY Destroy when reference ceases.
03.09.00	Evaluation (LEARNING RESOURCE MANAGEMENT) The process of determining the suitability or potential of existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation. <i>See 03.24.00 for the re-evaluation process (after implementation, use and monitoring).</i>	
03.09.01	Records documenting the evaluation of learning and assessment materials including training packages, accredited courses, assessment resources and support materials. <i>See 03.01.01 for the acquisition of learning and assessment materials.</i>	TEMPORARY Destroy 5 years after action completed.
03.10.00	Intellectual Property (LEARNING RESOURCE MANAGEMENT) The activities involved in managing the <i>Institute of TAFE Tasmania's</i> intellectual property and its responsibilities relating to other people's intellectual property and moral rights for both published and unpublished works. Includes copyright, patents and trademarks, royalties, and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.	
03.10.01	Records documenting the establishment and management of the <i>Institute of TAFE Tasmania's</i> intellectual property including the registration of copyright.	PERMANENT
03.10.02	Applications to reproduce material held under the <i>Institute of TAFE Tasmania</i> copyright.	TEMPORARY Destroy 7 years after action completed.
03.10.03	Applications made by the institute of TAFE Tasmania to reproduce material held under copyright by another organisation or person.	TEMPORARY Destroy 7 years after action completed.
03.10.04	Records documenting the administration of payments to copyright collecting societies.	TEMPORARY Destroy 7 years after action completed.
03.10.05	Copyright declaration forms.	PERMANENT
03.11.00	Joint Ventures (LEARNING RESOURCE MANAGEMENT) The activities involved in managing joint operations between departments, or with other organisations, where there is a contract or joint contribution of funds and/or time. Includes partnerships. <i>See 03.12.01 for other collaborations.</i>	
03.11.01	Records documenting arrangements for, and the management of joint ventures. These may include: <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • progress reports • contact notes • correspondence 	TEMPORARY Destroy 7 years after completion or termination of agreements or contracts.

<p>03.12.00</p>	<p>Liaison (LEARNING RESOURCE MANAGEMENT) The activities associated with maintaining regular general contact between the <i>Institute of TAFE Tasmania</i> and professional organisations, industry bodies, 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 or partnership agreements.</p> <p><i>See 03.11.01 for the activities involved in managing joint operations and partnerships with other organisations where there is a contract or joint contribution of funds and/or time.</i></p>	
<p>03.12.01</p>	<p>Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on projects that are not joint ventures.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>03.13.00</p>	<p>Licensing (LEARNING RESOURCE MANAGEMENT) The activities associated with the acquisition and management of licences to use various learning resources. Includes licences for technical systems required for the maintenance of learning resources. Includes licences issued in all formats including electronic format.</p> <p><i>See 03.01.01 for licensing arrangements for learning resources acquired by the Institute of TAFE Tasmania.</i></p> <p><i>See 04.16.02 for the licensing of technical systems required for the delivery of programs.</i></p>	
<p>03.13.01</p>	<p>Records documenting the management of licences to use learning resources developed by the <i>Institute of TAFE Tasmania</i>.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>03.14.00</p>	<p>Marketing (LEARNING RESOURCE MANAGEMENT) The process of analysing, creating and selling products and services. Includes the analysis of market sectors, product development and enhancements, advertising programs and the development and implementation of marketing campaigns and sponsorship arrangements.</p>	
<p>03.14.01</p>	<p>Records documenting the marketing and promotion of learning resource materials developed by the <i>Institute of TAFE Tasmania</i>.</p>	<p>TEMPORARY Destroy 1 year after action completed.</p>
<p>03.15.00</p>	<p>Meetings (LEARNING RESOURCE MANAGEMENT) The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the <i>Institute of TAFE Tasmania</i>.</p>	
<p>03.15.01</p>	<p>Minutes, agendas and supporting documentation of meetings.</p> <p><i>See 03.04.00 for meetings of Committees, Programs or Teams.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>03.16.00</p>	<p>Planning (LEARNING RESOURCE MANAGEMENT) The process of formulating ways in which objectives can be reached.</p>	
<p>03.16.01</p>	<p>Records documenting the development of plans relating to the Learning Resource Management function including final versions of plans.</p> <p><i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i></p>	<p>TEMPORARY Destroy 7 years after plan is superseded.</p>
<p>03.17.00</p>	<p>Policy (LEARNING RESOURCE MANAGEMENT) The activities associated with developing and establishing decisions, directions and precedents which act as reference for future decision-making.</p>	

03.17.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 03.18.02 for policy and procedures manual.</i>	PERMANENT
03.18.00	Procedures (LEARNING RESOURCE MANAGEMENT) Standard methods of operating laid down according to formulated policy.	
03.18.01	Records documenting the development and review of procedures and guidelines relating to learning resource management including distribution of learning resources.	TEMPORARY Destroy 5 years after action completed.
03.18.02	Master copies of procedure manuals.	TEMPORARY Destroy 7 years after superseded.
03.19.00	Production (LEARNING RESOURCE MANAGEMENT) The process involved in producing learning resource material into an end result or output. Includes design, layout, typesetting, desktop publishing, printing, binding etc. Also includes the obtaining of ISBNs for cataloguing purposes. <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for publications issued for sale or distribution to promote the services and public image of the Institute of TAFE Tasmania.</i> <i>See 06.01.02 for course guides and information leaflets relating to courses.</i>	
03.19.01	Records documenting the production of learning resources. <i>See 03.05.01 for the assignment of ISBN, ISSN and URL identifiers.</i>	TEMPORARY Destroy 5 years after action completed.
03.20.00	Public Reaction (LEARNING RESOURCE MANAGEMENT) The process of handling customer and public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from customers and the public.	
03.20.01	Letters of appreciation from internal clients or outside organisations or persons.	TEMPORARY Destroy 1 year after action completed.
03.20.02	Records documenting complaints which: <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow-up • contain qualified legal opinion • lead to procedural changes <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for complaints made by agency employees.</i>	PERMANENT
03.20.03	Records documenting complaints <u>not</u> described in 03.20.02. <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for complaints made by agency employees.</i>	TEMPORARY Destroy 2 years after action completed.
03.21.00	Reporting (LEARNING RESOURCE MANAGEMENT) The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.	
03.21.01	Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.	TEMPORARY Destroy 2 years after action completed.

03.22.00	<p>Research (LEARNING RESOURCE MANAGEMENT) 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 learning resource materials, projects, standards, guidelines etc., and the business activities of the organisation in general. Includes contributions by the <i>Institute of TAFE Tasmania</i> to research projects undertaken by other organisations and following up enquiries relating to organisational programs, projects, working papers, literature searches etc.</p> <p><i>See 03.09.01 for the process of determining the suitability of programs, items of equipment, systems products or services.</i></p> <p><i>See 03.24.01 for re-evaluating or re-examining products, processes, procedures, standards and systems.</i></p>	
03.22.01	Results of surveys and questionnaires relating to learning resources conducted by the institute of TAFE Tasmania.	TEMPORARY Destroy 5 years after action completed.
03.22.02	Records documenting the preparation and conduct of questionnaires and surveys relating to learning resources conducted by the <i>Institute of TAFE Tasmania</i> .	TEMPORARY Destroy 2 years after action completed.
03.23.00	<p>Resources Development (LEARNING RESOURCE MANAGEMENT) The activities associated with the development of learning resources.</p> <p><i>See 03.01.01 for the acquisition of learning resources through purchase or requisition.</i></p>	
03.23.01	Records documenting the development of learning resources including the organisation's involvement in, or contribution to, the development of training packages.	TEMPORARY Retain for the period of duration of the scope of the qualification or until the next registration audit, whichever is later.
03.24.00	<p>Reviewing (LEARNING RESOURCE MANAGEMENT) The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p> <p><i>See 03.09.01 for the process of determining the suitability of programs, items of equipment, systems products or services.</i></p>	
03.24.01	Records documenting reviews relating to learning resources. <i>See 03.23.01 for the development of learning resources.</i>	TEMPORARY Destroy 5 years after action completed.
03.25.00	<p>Risk Management (LEARNING RESOURCE MANAGEMENT) The process involving the identification of risks, and the implementation of appropriate practices and procedures that will maximise client satisfaction, reduce wastage and the impact of economic loss arising from an incident.</p>	
03.25.01	Records documenting the identification of risks and the implementation of practices and procedures to reduce the risk.	TEMPORARY Destroy 7 years after action completed.

03.26.00	<p>Tendering (LEARNING RESOURCE MANAGEMENT) The activities involved in receiving and assessing tenders.</p> <p><i>See 03.27.01 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i></p> <p><i>See 03.07.00 for contracts relating to the delivery of services by outside parties.</i></p>	
03.26.01	<p>Records documenting the development and issue of tender documents and the evaluation of tenders. These may include:</p> <ul style="list-style-type: none"> • statements of requirements • requests for proposals • expressions of interest • requests for tender (RFT) • draft contracts • reports • public notices 	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
03.26.02	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
03.26.03	<p>Tender registers.</p>	<p>TEMPORARY Destroy 7 years after last entry.</p>
03.27.00	<p>Tendering by ITT (LEARNING RESOURCE MANAGEMENT) The process of preparing and submitting tenders, submissions or proposals to an external organisation as an offer to provide products or services.</p> <p><i>See 03.26.00 for the activities involved in receiving and assessing tenders.</i></p> <p><i>See 03.06.00 for activities relating to the provision of consultancy services by the Institute of TAFE Tasmania.</i></p>	
03.27.01	<p>Records documenting the preparation and submission of proposals and tender documents by the institute of TAFE Tasmania.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
03.28.00	<p>Version Control (LEARNING RESOURCE MANAGEMENT) The activities associated with the implementation and maintenance of version control procedures for managing materials created or used by the <i>Institute of TAFE Tasmania</i>. Includes training packages, accredited and non-accredited training program documents and learning/assessment materials.</p>	
03.28.01	<p>Records documenting version control of learning resource materials. These may include:</p> <ul style="list-style-type: none"> • details contained in version control register. • version control identification sheet • reports 	<p>TEMPORARY Destroy 5 years after last version change.</p>
03.28.02	<p>Routine enquiries relating to version control.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

<p>04.00.00</p>	<p>PROGRAM DELIVERY</p> <p>The function of delivering training programs to the Tasmanian community and managing student assessment processes. Includes flexible delivery of training and fee for service training programs. Also includes the process of selecting students for entry into a training program.</p> <p><i>See 06.00.00 for the recruitment of prospective students.</i></p> <p><i>See Disposal Schedule for Training and Assessment Records of Government Registered Training Organisations (DA No. 2135) for records of training and assessment undertaken as a Registered Training Organisation (RTO).</i></p>	
<p>04.01.00</p>	<p>Advice (PROGRAM DELIVERY)</p> <p>The activities associated with offering opinions by or to the <i>Institute of TAFE Tasmania</i>.</p> <p><i>See 04.09.01 for requests for information about the Institute of TAFE Tasmania’s training program from the general public or another organisation.</i></p> <p><i>See 06.01.02 for the provision of advice to prospective clients relating to enrolment and orientation procedures, course information, fees and charges etc.</i></p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.</i></p> <p><i>See 07.05.00 for guidance advice provided to individual students.</i></p>	
<p>04.01.01</p>	<p>Records documenting the receipt or provision of advice relating to Program Delivery.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>04.02.00</p>	<p>Agreements (PROGRAM DELIVERY)</p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts. Includes partnership agreements for the delivery of training and/or assessment.</p> <p><i>See 04.07.00 for the agreements relating to the engagement and appointment of consultants for the delivery of services.</i></p>	
<p>04.02.01</p>	<p>Records documenting agreements and contracts, including internal service agreements.</p> <p>These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • correspondence • <p><i>See 04.02.03 for apprenticeship agreements.</i></p>	<p>TEMPORARY Destroy 7 years after expiry or termination of agreement or contract.</p>
<p>04.02.02</p>	<p>Register of agreements or contracts.</p>	<p>TEMPORARY Destroy 7 years after expiry or termination of last agreement or contract.</p>
<p>04.02.03</p>	<p>Copies of apprenticeship agreements.</p>	<p>TEMPORARY Destroy when apprentice completes training.</p>

04.03.00	<p>Arrangements (PROGRAM DELIVERY) The activities involved in arranging for a journey or a trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p>	
04.03.01	<p>Records documenting approvals and arrangements for student excursions including the provision of transport.</p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for accidents or incidents arising from an excursion and vehicle bookings.</i></p> <p><i>See 07.13.02 for social and recreational activities arranged for international and aboriginal students.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
04.03.02	<p>Records documenting administrative arrangements for training delivery. These may include:</p> <ul style="list-style-type: none"> • venue bookings • equipment bookings • timetabling • training notices • apprentice notices • notices to employees <p><i>See 04.23.01 for attendance reports provided to employees.</i></p>	<p>TEMPORARY Destroy when reference ceases.</p>
04.04.00	<p>Attendance (PROGRAM DELIVERY) The processes involved in monitoring the attendance of students in training programs.</p>	
04.04.01	<p>Records documenting daily attendance of students. These may include:</p> <ul style="list-style-type: none"> • roll books • attendance lists • attendance registers • absentee forms (international students) • copies of doctor’s certificates • correspondence <p><i>See 04.23.01 for attendance reports provided to employers.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
04.05.00	<p>Committees (PROGRAM DELIVERY) The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees and teams.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for committees associated with training delivery and/or assessment of accredited training.</i></p> <p><i>See 04.17.00 for forums and the meetings of individuals and groups that are not considered committees or teams.</i></p>	
04.05.01	<p>Records of internal and external committees where the <i>Institute of TAFE Tasmania</i> has the administrative or secretariat role including program meetings and team meetings. These may include:</p> <ul style="list-style-type: none"> • appointment of members • final versions of minutes • agenda papers • reports • submissions 	<p>PERMANENT</p>

04.05.02	<p>Records of external committees where the <i>Institute of TAFE Tasmania</i> does not have the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> • appointment of members • minutes • agendas • reports • submissions 	<p>TEMPORARY Destroy 3 years after action completed or following next registration audit whichever is later.</p>
04.05.03	<p>Records documenting the administration of committees including notices of meetings and routine correspondence.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
04.06.00	<p>Compliance (PROGRAM DELIVERY) 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 the ISO 9000 series and Australian Quality Training Framework (AQTF) standards including verification and maintenance of qualifications for staff delivering training and/or conducting assessments. Also includes the processes involved in registration as a Registered Training Organisation (RTO) including self-assessment, application, scope of registration, notices of changes and renewals.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for registration under the AQTF and audits of compliance with AQTF standards.</i></p> <p><i>See 04.13.00 for copyright compliance</i></p>	
04.06.01	<p>Records documenting the qualifications and experience of all staff and persons working on behalf of the institute of TAFE Tasmania as trainers or assessors.</p>	<p>TEMPORARY Destroy when superseded or 1 year after person ceases to provide training or assessments.</p>
04.07.00	<p>Contracting-out (PROGRAM DELIVERY) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or the use of external bureau services. Sometimes referred to as outsourcing.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for arrangements for, and management of, training delivery and/or assessment services by external clients for accredited training.</i></p> <p><i>See 02.05.00 for the activities involved in the provision of consultancy services to other organisations.</i></p> <p><i>See 04.28.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p>	
04.07.01	<p>Records documenting arrangements for, and the management of work or the provision of services by external parties including special assistance or tutorial support for students. These may include:</p> <ul style="list-style-type: none"> • contracts • short-term contracts • agreements • memoranda of understanding • memoranda of agreement • service agreements • progress reports • contact notes • correspondence 	<p>TEMPORARY Destroy 7 years after expiry or termination of agreements or contracts.</p>

04.07.02	Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material. <i>See 04.07.04 for applications from persons wishing to be placed on the Aboriginal Education Register.</i>	TEMPORARY Destroy when reference ceases.
04.07.03	Aboriginal Tutor Register recording details of available persons including personal details, academic achievements, areas of expertise, availability and delivery experience.	PERMANENT
04.07.04	Records documenting enquiries and applications from persons wishing to be placed on the Aboriginal Education Register. These may include: <ul style="list-style-type: none"> • Applications • requests for applicants kits • correspondence 	TEMPORARY Destroy when reference ceases.
04.08.00	Customer Service (PROGRAM DELIVERY) The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.	
04.08.01	Results documenting the annual student satisfaction survey.	TEMPORARY Destroy 10 years after action completed.
04.08.02	Records documenting the conduct of the annual student satisfaction surveys.	TEMPORARY Destroy following publication of results.
04.08.03	Records documenting student feedback on training units and programs, delivery methods and competence of trainers. These may include: <ul style="list-style-type: none"> • Evaluation forms 	TEMPORARY Destroy 3 years after action completed or following next registration audit whichever is later.
04.09.00	Enquiries (PROGRAM DELIVERY) The activities associated with the handling of requests for information about the <i>Institute of TAFE Tasmania's</i> training program from the general public or another organisation. <i>See 05.00.00 for Student Administration.</i> <i>See 06.00.00 for Student Recruitment.</i> <i>See 06.01.02 for the provision of advice to prospective clients relating to enrolment and orientation procedures, course information, fees and charges etc.</i> <i>See 07.00.00 for Student Support.</i>	
04.09.01	Records of routine enquiries and requests for routine information relating to program delivery.	TEMPORARY Destroy when reference ceases.

<p>04.10.00</p>	<p>Evaluation (PROGRAM DELIVERY) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation.</p> <p><i>See 04.24.01 for the re-evaluation process (after implementation, use and monitoring).</i></p> <p><i>See 04.08.03 for student evaluations of training units and programs.</i></p>	
<p>04.10.01</p>	<p>Records documenting the evaluation of training services.</p> <p><i>See 03.09.01 for the evaluation of learning and assessment materials including training packages, accredited courses, assessment resources and support materials.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>04.11.00</p>	<p>Grievances (PROGRAM DELIVERY) The activities associated with the handling and resolution of student grievances. Includes handling complaints about the organisation or delivery of training programs.</p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for grievances made by employees of the Institute of TAFE Tasmania.</i></p> <p><i>See 05.00.00 for Student Administration.</i></p> <p><i>See 06.00.00 for Student Recruitment.</i></p> <p><i>See 07.00.00 for Student Support.</i></p>	
<p>04.11.01</p>	<p>Records documenting student grievances relating to program delivery. These may include:</p> <ul style="list-style-type: none"> • grievance forms • reports to senior management • interview notes • outcome reports <p><i>See 07.11.01 for student grievances not related to program delivery .</i></p>	<p>TEMPORARY Destroy 7 years after last contact with the student, or when the student reaches 25 years of age, whichever is later</p>
<p>04.12.00</p>	<p>Industry Training Services (PROGRAM DELIVERY) The activities associated with liaising with individuals, employees and organisations involved in apprenticeships and traineeships related to the provision of training services to enterprise employees.</p>	
<p>04.12.01</p>	<p>Records relating the provision of training services for business clients. These may include:</p> <ul style="list-style-type: none"> • participants lists • costing sheets • requests for invoices • copies of result lists • correspondence <p><i>See 02.02.00 for contracts.</i></p> <p><i>See 02.03.01 for negotiations for the provision of training services.</i></p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for financial transactions.</i></p>	<p>TEMPORARY Destroy 2 years after completion of training program or assessment.</p>

04.12.02	<p>Records documenting contact with apprentice and trainee employers including visits to workplaces. These may include:</p> <ul style="list-style-type: none"> • employer profiles • change of status notices • completion advices • progression notices • workplace assessment forms • contact notes • correspondence <p><i>See 04.23.01 for apprentice and trainee reports provided to employers.</i></p>	TEMPORARY Destroy when student completes training.
04.12.03	Records documenting the participation of students in national and industry competitions.	TEMPORARY Destroy when reference ceases.
04.13.00	<p>Intellectual Property (PROGRAM DELIVERY) The activities involved in managing the <i>Institute of TAFE Tasmania's</i> intellectual property and its responsibilities relating to other people's intellectual property and moral rights for both published and unpublished works. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public under Freedom of Information (FOI) legislation.</p>	
04.13.01	Copyright declaration forms.	TEMPORARY Destroy 4 years after action completed.
04.14.00	<p>Joint Ventures (PROGRAM DELIVERY) The activities involved in managing joint operations between departments, or with other organisations, where there is a contract or joint contribution of resources, funds and/or time. Includes partnerships.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for the management of joint ventures or partnerships for training delivery and/or assessment of accredited training.</i></p>	
04.14.01	<p>Records documenting joint ventures and partnerships including the establishment, maintenance, and review of joint venture agreements and contracts. These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • progress reports • contact notes • correspondence 	TEMPORARY Destroy 7 years after completion or termination of agreements or contracts.

<p>04.15.00</p>	<p>Liaison (PROGRAM DELIVERY) The activities associated with maintaining regular general contact between the <i>Institute of TAFE Tasmania</i> and professional organisations such as industry bodies, 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 or partnership agreements.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for liaison with industry bodies, industry professionals and other organisations relating to training delivery and/or assessment of accredited training.</i></p>	
<p>04.15.01</p>	<p>Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaborations on projects that are not joint ventures.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>04.16.00</p>	<p>Licensing (PROGRAM DELIVERY) The activities associated with the acquisition and management of licences to use learning resources or to facilitate training delivery. Includes licences for technical systems required for the delivery of training programs and food and beverage licences and other licences required for the operation of hospitality training facilities. Includes licences issued in all formats including electronic format.</p> <p><i>See 03.01.01 for licensing arrangements associated with the acquisition and use of learning resources acquired by the Institute of TAFE Tasmania.</i></p> <p><i>See 05.00.00 Student Administration.</i></p> <p><i>See 06.00.00 Student Recruitment.</i></p> <p><i>See 07.00.00 Student Support.</i></p>	
<p>04.16.01</p>	<p>Records documenting licences and permits for food, beverage, accommodation and storage of dangerous goods in hospitality training facilities.</p> <p>These may include:</p> <ul style="list-style-type: none"> • applications • correspondence • renewal applications 	<p>TEMPORARY Destroy 7 year after expiry of licence or permit.</p>
<p>04.16.02</p>	<p>Records documenting the acquisition and management of licences for the use of technical systems required for the delivery of programs.</p> <p>These may include:</p> <ul style="list-style-type: none"> • software programs • CAD programs • Building Code of Australia 	<p>TEMPORARY Destroy following expiry of the licence.</p>
<p>04.17.00</p>	<p>Meetings (PROGRAM DELIVERY) The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the <i>Institute of TAFE Tasmania</i>.</p>	
<p>04.17.01</p>	<p>Minutes, agendas and supporting documentation of meetings.</p> <p><i>See 05.06.00 for meetings of committees, Programs or Teams</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

04.18.00	Performance Management (PROGRAM DELIVERY) The process of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.	
04.18.01	Monthly performance management reports providing details of activity indicators and target hours.	TEMPORARY Destroy 1 year after action completed.
04.18.02	Annual performance management reports	TEMPORARY Destroy 5 years after action completed.
04.19.00	Planning (PROGRAM DELIVERY) The process of formulating ways in which objectives can be reached.	
04.19.01	Records documenting the development of plans relating to the Program Delivery function including forward-planning of potential training requirements. <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i>	TEMPORARY Destroy 7 years after plan is superseded.
04.19.02	Records documenting the planning of course schedules and structures.	TEMPORARY Destroy 2 years after action completed.
04.20.00	Policy (PROGRAM DELIVERY) The activities associated with developing and establishing decisions, directions and precedents which act as reference for future decision-making.	
04.20.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 04.21.02 for policy and procedures manual</i>	PERMANENT
04.21.00	Procedures (PROGRAM DELIVERY) Standard methods of operating laid down according to formulated policy.	
04.21.01	Records documenting the development of procedures and guidelines.	TEMPORARY Destroy 5 years after action completed.
04.21.02	Master copies of procedure manuals. <i>Duplicate copies can be destroyed in accordance with Da No. 2158 – Disposal Schedule for Short-term Value Records.</i>	TEMPORARY Destroy 7 years after superseded.
04.22.00	Public Reaction (PROGRAM DELIVERY) The process of handling customer and public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint, and letters of congratulations or appreciation received from customers and the public	
04.22.01	Records documenting expressions of appreciation from members of the public, community organisations and industry.	TEMPORARY Destroy 2 years after action completed.

04.22.02	Records documenting complaints which: <ul style="list-style-type: none"> • create a precedent • raise policy or legal issues • raise issues requiring broader follow-up • contain qualified legal opinion • lead to procedural changes 	PERMANENT
04.22.03	Records documenting complaints not described in 04.21.02	TEMPORARY Destroy 2 years after action completed.
04.23.00	Reporting (PROGRAM DELIVERY) The processes associated with initiating or providing a formal response to a situation or request. Includes reports provided to students and employers. Also includes statistical reporting.	
04.23.01	Apprentice and trainee reports provided to employers and new apprenticeship centres.	TEMPORARY Destroy when student completes training.
04.24.00	Reviewing (PROGRAM DELIVERY) The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. <i>See 04.10.01 for the process of determining the suitability of programs, items of equipment, systems products or services.</i> <i>See 04.08.00 for the student satisfaction survey and student feedback on training units and programs.</i>	
04.24.01	Records documenting reviews of program strategies.	TEMPORARY Destroy 5 years after action completed.
04.25.00	Risk Management (PROGRAM DELIVERY) The process involving the identification of risks and the implementation of appropriate practices and procedures that will maximise client satisfaction, reduce wastage and the impact of economic loss arising from an incident.	
04.25.01	Records documenting the development and documentation of procedures to identify and manage risks, including risks related to compliance with the standards for Registered Training Organisations (RTOs).	TEMPORARY Destroy 7 years after action completed.
04.26.00	Selection (PROGRAM DELIVERY)	
04.26.01	Records documenting the selection process including notes of interviews with students.	TEMPORARY Destroy 1 year after action completed.
04.27.00	Student Assessment (PROGRAM DELIVERY) The process of making a judgement about the competence of a student, through a variety of methods based on the principles and rules of evidence, against endorsed workplace and industry standards and according to Training Package guidelines. <i>See DA No. 2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for records documenting the assessment of individuals for qualifications under the AQTF framework and the validation process for RTOs.</i>	

<p>04.27.02</p>	<p>Records documenting the assessment of individuals for non-accredited training. These may include:</p> <ul style="list-style-type: none"> • assessment tools • assessment checklists • assessment reports • evidence submitted by clients • assessment reviews • client assessment records (student record books) • photographic evidence • video evidence • result sheets (EXI) • <p><i>See 04.27.03 for assessment results</i></p>	<p>TEMPORARY Destroy following completion of assessment or return to the client.</p>
<p>04.27.03</p>	<p>Records of assessment results of individuals. These may include:</p> <ul style="list-style-type: none"> • result details contained in Student Database • examination result cards • lists of qualifications • result details in student files (where these are the only record of results) <p><i>See 05.05.00 for the issue of qualifications, certificates etc.</i></p>	<p>PERMANENT</p>
<p>04.27.04</p>	<p>Records documenting administrative arrangements for assessment. These may include:</p> <ul style="list-style-type: none"> • venue bookings • equipment bookings • timetabling • notices of assessment 	<p>TEMPORARY Destroy when reference ceases.</p>
<p>04.27.05</p>	<p>Master copies of State examination papers.</p>	<p>PERMANENT</p>
<p>04.27.06</p>	<p>Reports of examiners on State examination content including general and specific comments and recommendations.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>04.27.07</p>	<p>Recommendations from moderators to State and Institute examiners on content of draft examination papers.</p>	<p>TEMPORARY Destroy 2 years after examination is held.</p>
<p>04.27.08</p>	<p>Draft copy of Institute examination papers with suggested answers and marking plan.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>04.27.09</p>	<p>Approved Institute examination papers.</p>	<p>PERMANENT</p>
<p>04.27.10</p>	<p>Records documenting irregularities and queries about examination papers.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

<p>04.28.00</p>	<p>Tendering (PROGRAM DELIVERY) The activities involved in receiving and assessing tenders.</p> <p><i>See 04.29.00 for the process of preparing and submitting tenders to an external organisation as an offer to provide services.</i></p> <p><i>See 04.07.00 for contracts relating to the delivery of services by outside parties.</i></p>	
<p>04.28.01</p>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders. These may include:</p> <ul style="list-style-type: none"> • statements of requirements • requests for proposals • expressions of interest • requests for tender (RFT) • draft contracts • reports • public notices 	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
<p>04.28.02</p>	<p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
<p>04.28.03</p>	<p>Tender registers.</p>	<p>TEMPORARY Destroy 7 years after last entry.</p>
<p>04.29.00</p>	<p>Tendering by IT (PROGRAM DELIVERY) The process of preparing and submitting tenders, submissions or proposals to an external organisation as an offer to provide products or services.</p> <p><i>See 04.28.00 for the activities involved in receiving and assessing tenders.</i></p> <p><i>See 02.05.00 for consultancy services provided by the Institute of TAFE Tasmania.</i></p>	
<p>04.29.01</p>	<p>Records documenting the preparation and submission of proposals and tender documents by the <i>Institute of TAFE Tasmania</i>.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>04.29.02</p>	<p>Records documenting the preparation and submission of competitive bids for Commonwealth funding for training delivery.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>04.30.00</p>	<p>Training Delivery (PROGRAM DELIVERY) The processes involved in the delivery of training including flexible delivery of non-accredited courses.</p>	
<p>04.30.01</p>	<p>Records documenting vocational placements of students including union approvals.</p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
<p>04.30.02</p>	<p>Records documenting training delivery. These may include:</p> <ul style="list-style-type: none"> • delivery and assessment strategies • training plans • session plans • lesson plans • training materials 	<p>TEMPORARY Destroy 5 years after last use.</p>

05.00.00	<p>STUDENT ADMINISTRATION</p> <p>The function of managing the enrolment and participation of students, collection and refund of fees. Includes:</p> <ul style="list-style-type: none"> • maintenance of student records • issuing of results including AQF qualifications and Statements of Attainments that meet the requirements of the Australian Quality Training Framework (AQTF) standards • administration of international student enrolments and visa conditions 	
05.01.00	<p>Advice (STUDENT ADMINISTRATION)</p> <p>The activities associated with offering opinions by or to the <i>Institute of TAFE Tasmania</i>.</p> <p><i>See 04.09.01 for requests for information about the Institute of TAFE Tasmania’s training program by the general public or another organisation.</i></p> <p><i>See 07.05.00 for guidance advice provided to individual students.</i></p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to the Government’s request for advice or comments.</i></p>	
05.01.01	<p>Records documenting the receipt or provision of advice relating to Student Administration.</p> <p><i>See 06.01.02 for the provision of advice to prospective clients relating to enrolment and course information.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
05.02.00	<p>Agreements (STUDENT ADMINISTRATION)</p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.</p>	
05.02.01	<p>Records documenting agreements and contracts including internal service agreements.</p> <p>These may include:</p> <ul style="list-style-type: none"> • Agreements • Contracts • memoranda of understanding • memoranda of agreement • service agreements • international student placement agreements • correspondence 	<p>TEMPORARY Destroy 7 years after expiry or termination of agreement or contract.</p>
05.02.02	<p>Register of agreements and contracts.</p>	<p>TEMPORARY Destroy 7 years after expiry or termination of last agreement or contract.</p>
05.03.00	<p>Arrangements (STUDENT ADMINISTRATION)</p> <p>The activities involved in arranging for a journey or a trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p>	
05.03.01	<p>Records documenting arrangements for the use of facilities and the provision of supervisors for examinations conducted by external organisations.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
05.03.02	<p>Records documenting accommodation arrangements including homestay for international students.</p> <p>These may include:</p> <ul style="list-style-type: none"> • homestay application forms • records of conviction checks for hosts. 	<p>TEMPORARY Destroy 2 years after superseded.</p>

05.04.00	Ceremonies (STUDENT ADMINISTRATION) The activities associated with arranging and managing a formal act performed for a special occasion.	
05.04.01	Master copies of graduation booklets and graduation lists.	PERMANENT
05.04.02	Records documenting the development and implementation of protocol for graduation ceremonies. <i>See 05.04.06 for the conduct of ceremonies.</i>	TEMPORARY Destroy 2 years after action completed.
05.04.03	Records documenting details of awards and prizes presented to students.	PERMANENT
05.04.04	Graduation photos where persons and date of graduation are identified.	PERMANENT
05.04.05	Graduation photos not described in 05.04.04.	TEMPORARY Destroy when reference ceases.
05.04.06	Records documenting the conduct of graduation ceremonies including venue and catering arrangements. These may include: <ul style="list-style-type: none"> • invitations • guest lists • acceptances • correspondence • quotations 	TEMPORARY Destroy 1 year after actin completed.
05.05.00	Certification (STUDENT ADMINISTRATION) The activities associated with the recognition of achievement of units of competence or learning modules leading to partial or full completion of a qualification. Includes the recognition of participation in non-accredited training programs. <i>See 04.27.00 for results of assessments.</i>	
05.05.01	Register of certificates and statements of attainment issued.	PERMANENT
05.05.02	Requests from program areas for the issue of certificates and statements of attainment records documenting the distribution and collection of certificates.	PERMANENT
05.05.03	Records documenting requests from students for the re-issue of certificates and statements of attainment. These may include: <ul style="list-style-type: none"> • Written requests • Statutory declarations 	PERMANENT
05.05.04	Originals of certificates, diplomas etc., that have not been collected.	TEMPORARY Destroy 50 years after date of issue.
05.05.05	Records documenting requests from students for statements of results, statement of completion for non-accredited courses and references. These may include: <ul style="list-style-type: none"> • requests for statement of results form • correspondence 	TEMPORARY Destroy when reference ceases.

<p>05.06.00</p>	<p>Committees (STUDENT ADMINISTRATION) The activities associated with the management of committees, teams working groups and task forces. Includes advisory and working committees and teams.</p> <p><i>See 05.10.01 for forums and the meetings of individuals and groups that are not considered committees or teams.</i></p>	
<p>05.06.01</p>	<p>Records of internal and external committees where the <i>Institute of TAFE Tasmania</i> has the administrative or secretariat role including program meetings and team meetings. These may include:</p> <ul style="list-style-type: none"> • appointment of members • final versions of minutes • agenda papers • reports • submissions 	<p>PERMANENT</p>
<p>05.06.02</p>	<p>Records of external committees where the <i>Institute of TAFE Tasmania</i> does not have the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> • appointment of members • minutes • agendas • reports • submissions 	<p>TEMPORARY Destroy 3 years after action completed or following next registration audit whichever is later.</p>
<p>05.06.03</p>	<p>Records documenting the administration of committees including notices of meetings and routine correspondence.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>05.07.00</p>	<p>Enrolment (STUDENT ADMINISTRATION) The processes of formally accepting students into training programs. Includes the entry and maintenance of student’s personal details and training program details in the student administration database. Also includes applications for enrolment, notices of acceptance and the payment of fees.</p> <p><i>See 06.01.02 for the provision of general advice to students or prospective students relating to enrolment.</i></p> <p><i>See 04.26.01 for the process of selection.</i></p>	
<p>05.07.01</p>	<p>Student enrolment details maintained in student database including:</p> <ul style="list-style-type: none"> • personal details • address details • sponsor payments • employer details • emergency contacts • language and cultural diversity information • employment status • schooling • disability information • previous qualifications • assistance requirements • study details • concession details • payment and refund details • withdrawal or cancellation details • details of courses and modules/units • enrolment dates • location of study 	<p>PERMANENT</p>

<p>05.07.02</p>	<p>Records supporting the process of enrolment. These may include:</p> <ul style="list-style-type: none"> • enrolment forms • modules/unit tick sheets • concession details • proofs of concession • international student receipts • employer/sponsor authorisations • recognition of prior learning applications • correspondence • payment details • credit card authorisations • results <p><i>DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for records of financial transactions.</i></p> <p><i>Duplicate copies held in program areas can be destroyed in accordance with the Disposal Schedule for Short-term Value Records (DA No. 2158).</i></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>05.07.03</p>	<p>Records of requests made by students for changes to personal information contained in the student database.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>05.07.04</p>	<p>Records documenting offers to students for placement in accredited courses and training programs including course information sheets.</p> <p><i>See 05.07.05. for short-term courses.</i></p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
<p>05.07.05</p>	<p>Records documenting offers to students for placement in short term training courses.</p>	<p>TEMPORARY Destroy 1 year after action completed.</p>
<p>05.07.06</p>	<p>Records documenting confirmation of a student’s enrolment provided to Commonwealth agencies. These may include:</p> <ul style="list-style-type: none"> • overseas student confirmations • Abstudy confirmations • confirmation provided to welfare agencies 	<p>TEMPORARY Destroy when reference ceases</p>
<p>05.07.07</p>	<p>Records documenting details of international students not described in 05.07.01. These may include:</p> <ul style="list-style-type: none"> • local address details • overseas family contact details • homestay family contact details • copies of student visas and passports • confirmations of private health cover • details of course changes • payment schedules 	<p>TEMPORARY Destroy 2 years after student completes training.</p>
<p>05.07.08</p>	<p>Records documenting the determination of fees and charges for training and assessment.</p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for financial transactions relating to the payment of fees.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>

05.08.00	Evaluation (STUDENT ADMINISTRATION) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation.	
05.08.01	Records documenting the evaluation of student administration services or systems.	TEMPORARY Destroy 5 years after action completed.
05.09.00	Liaison (STUDENT ADMINISTRATION) The activities associated with maintaining regular general contact between the <i>Institute of TAFE Tasmania</i> and professional organisations such as industry bodies, 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 or partnership agreements. <i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for liaison with industry bodies, industry professionals and other organisations relating to training delivery and/or assessment.</i>	
05.09.01	Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on projects that are not joint ventures.	TEMPORARY Destroy 2 years after action completed.
05.10.00	Meetings (STUDENT ADMINISTRATION) The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the <i>Institute of TAFE Tasmania</i> .	
05.10.01	Minutes, agendas and supporting documentation of meetings. <i>See 05.06.00 for meetings of Committees, Programs or Teams.</i>	TEMPORARY Destroy 2 years after action completed.
05.11.00	Planning (STUDENT ADMINISTRATION) The process of formulating ways in which objectives can be reached.	
05.11.01	Records documenting the development of plans relating to the Student Administration function including final versions of plans. These may include: <ul style="list-style-type: none"> • quality improvement plans <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i>	TEMPORARY Destroy 7 years after plan is superseded.
05.12.00	Policy (STUDENT ADMINISTRATION) The activities associated with developing and establishing decisions, directions and precedents, which act as reference for future decision-making.	
05.12.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 05.13.02 for policy and procedure manual.</i>	PERMANENT

05.13.00	Procedures (STUDENT ADMINISTRATION) Standard methods of operating laid down according to formulated policy.	
05.13.01	Records documenting the development of procedures and guidelines.	TEMPORARY Destroy 5 years after action completed.
05.13.02	Master copies of procedure manuals. <i>Duplicate copies can be destroyed in accordance with the Disposal Schedule Short-term Value Records (DA No. 2158).</i>	TEMPORARY Destroy 7 years after superseded.
05.14.00	Public Reaction (STUDENT ADMINISTRATION) The process of handling customer and public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint, and letters of congratulations or appreciation received from customers and the public. <i>See 07.11.00 for complaints relating perceived discrimination, harassment or unfair treatment made by students.</i>	
05.14.01	Records documenting complaints which: <ul style="list-style-type: none"> • create precedents • raise policy or legal issues • raise issues requiring broader follow-up • contain qualified legal opinions • lead to procedural changes 	PERMANENT
05.14.02	Records documenting complaints not described in 05.14.01.	TEMPORARY Destroy 2 years after action completed.
05.15.00	Reporting (STUDENT ADMINISTRATION) The processes associated with initiating or providing a formal response to a situation or request. Includes reports on the academic progress and attendance of international students. Includes statistical reporting.	
05.15.01	Agency copies of Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) reports.	TEMPORARY Destroy 5 years after action completed.
05.15.02	Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.	TEMPORARY Destroy 2 years after action completed.

<p>06.00.00</p>	<p>STUDENT RECRUITMENT The function of recruiting prospective students to the <i>Institute of TAFE Tasmania</i>. Includes the provision of training program information, advertising, relations with schools and industry, visits and open days, and the identification of target markets.</p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for the process involved in producing training program information into a product e.g. training program guides, brochures and web sites.</i></p>	
<p>06.01.00</p>	<p>Advice (STUDENT RECRUITMENT) The activities associated with offering opinions by or to the <i>Institute of TAFE Tasmania</i>.</p> <p><i>See 05.01.01 for advice relating to enrolment including fees and charges.</i></p> <p><i>See 04.09.01 for requests for information about the Institute of TAFE Tasmania’s training program by the general public or another organisation.</i></p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.</i></p>	
<p>06.01.01</p>	<p>Records of the receipt or provision of advice relating to the Student Recruitment function.</p> <p><i>See 06.01.02 for advice provided to prospective students.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>06.01.02</p>	<p>Records documenting the provision or receipt of general advice to prospective students relating to:</p> <ul style="list-style-type: none"> • enrolment and orientation procedures • course information • fees and charges <p>Records may include:</p> <ul style="list-style-type: none"> • course guides • information brochures and leaflets • correspondence (hardcopy and email) 	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>06.02.00</p>	<p>Agreements (STUDENT RECRUITMENT) The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.</p> <p><i>See 06.04.01 for agreements and contracts with outside persons for the delivery of services.</i></p>	
<p>06.02.01</p>	<p>Records documenting agreements and contracts including internal service agreements.</p> <p>These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • correspondence 	<p>TEMPORARY Destroy 7 years after expiry or termination of agreement or contract.</p>
<p>06.02.02</p>	<p>Register of agreements and contracts.</p>	<p>TEMPORARY Destroy 7 years after expiry or termination of last agreement or contract.</p>

<p>06.03.00</p>	<p>Committees (STUDENT RECRUITMENT) The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees and teams. <i>See 06.09.01 for forums and the meetings of individuals and groups that are not considered committees or teams.</i></p>	
<p>06.03.01</p>	<p>Records of internal and external committees where the <i>Institute of TAFE Tasmania</i> has the administrative or secretariat role including program meetings and team meetings. These may include:</p> <ul style="list-style-type: none"> • appointment of members • final versions of minutes • agenda papers • reports • submissions 	<p>PERMANENT</p>
<p>06.03.02</p>	<p>Records of external committees where the <i>Institute of TAFE Tasmania</i> does not have the administrative or secretariat role. These may include:</p> <ul style="list-style-type: none"> • appointment of members • minutes • agendas • reports • submissions 	<p>TEMPORARY Destroy 3 years after action completed or following next registration audit whichever is later.</p>
<p>06.03.03</p>	<p>Records documenting the administration of committees including notices of meetings and routine correspondence.</p>	<p>TEMPORARY Destroy when reference ceases</p>
<p>06.04.00</p>	<p>Contracting-Out (STUDENT RECRUITMENT) The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or the use of external bureau services. Sometimes referred to as outsourcing. <i>See 06.13.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i></p>	
<p>06.04.01</p>	<p>Records documenting arrangements for, and the management of work or the provision of services by external parties. These may include:</p> <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • progress reports • contact notes • correspondence 	<p>TEMPORARY Destroy 7 years after expiry or termination of agreements or contracts.</p>
<p>06.04.02</p>	<p>Records documenting negotiations with prospective service providers including offers of services, expressions of interest and receipt of promotional material.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>06.05.00</p>	<p>Evaluation (STUDENT RECRUITMENT) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation.</p>	
<p>06.05.01</p>	<p>Records documenting the evaluation of student recruitment services or systems.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

<p>06.06.00</p>	<p>Exhibitions (STUDENT RECRUITMENT) The activities associated with displays at Careers Expos, AGFEST etc., for the purpose of informing, educating the public or promoting the services of the institute of TAFE Tasmania. <i>See 06.14.01 for visits to the Institute of TAFE Tasmania premises, and by staff to other locations in order to promote services and programs.</i></p>	
<p>06.06.01</p>	<p>Records documenting the coordination of the <i>Institute of TAFE Tasmania's</i> participation in exhibitions including negotiations with organisers, floor plans, equipment and expenditure.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>06.06.02</p>	<p>Records documenting individual delivery program participation in exhibitions including the preparation of displays and staff participation.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
<p>06.06.03</p>	<p>Records documenting official openings of exhibitions. These may include:</p> <ul style="list-style-type: none"> • invitation lists • briefing notes • speech notes • running plans 	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>06.07.00</p>	<p>Liaison (STUDENT RECRUITMENT) The activities associated with maintaining regular general contact between the <i>Institute of TAFE Tasmania</i> and professional organisations such as industry bodies, 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 or partnership agreements. <i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for liaison with industry bodies, industry professionals and other organisations relating to training delivery and/or assessment of accredited courses.</i></p>	
<p>06.07.01</p>	<p>Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on projects that are not joint ventures.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>06.08.00</p>	<p>Marketing (STUDENT RECRUITMENT) Includes the analysis of market sectors, product development and enhancements, advertising programs, and the development and implementation of marketing campaigns and sponsorship arrangements. <i>See 06.04.01 for the management of the advertising contracts.</i></p>	
<p>06.08.01</p>	<p>Records documenting the development of marketing and promotional material including progress notes, quotations etc. <i>See 06.01.02 for leaflets, course guides etc.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>06.08.02</p>	<p>Records documenting the preparation, approval and placement of advertisements including advertising orders.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>06.08.03</p>	<p>Records documenting market research conducted by the <i>Institute of TAFE Tasmania</i>.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

06.09.00	Meetings (STUDENT RECRUITMENT) The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the <i>Institute of TAFE Tasmania</i> .	
06.09.01	Minutes, agendas and supporting documentation of meetings. <i>See 06.03.01 for meetings of Committees, Programs or Teams.</i>	TEMPORARY Destroy 2 years after action completed.
06.10.00	Planning (STUDENT RECRUITMENT) The process of formulating ways in which objectives can be reached.	
06.10.01	Records documenting the development of plans relating to the Student Recruitment function including final versions of plans. These may include: <ul style="list-style-type: none"> marketing plans. <i>See DA No. 2157 Disposal Schedule for Records of Common Administrative Functions for strategic, corporate or business plans.</i>	TEMPORARY Destroy 7 years after plan is superseded.
06.11.00	Policy (STUDENT RECRUITMENT) The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision-making.	
06.11.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <i>See 06.12.02 for policy and procedure manuals.</i>	PERMANENT
06.12.00	Procedures (STUDENT RECRUITMENT) Standard methods of operating laid down according to formulated policy.	
06.12.01	Records documenting the development of procedures and guidelines.	TEMPORARY Destroy 5 years after action completed.
06.12.02	Master copies of procedure manuals. <i>Duplicate copies can be destroyed in accordance with DA No. 2158 – Disposal Schedule for Short-term Value Records.</i>	TEMPORARY Destroy 7 years after superseded.
06.13.00	Tendering (STUDENT RECRUITMENT) The activities involved in receiving and assessing tenders. <i>See 06.04.00 for contracts relating to the delivery of services by outside parties.</i>	
06.13.01	Records documenting the development and issue of tender documents and the evaluation of tenders. These may include: <ul style="list-style-type: none"> statement of requirement requests for proposals expressions of interest requests for tender (RFT) draft contracts reports public notices 	TEMPORARY Destroy 7 years after tender process completed.
06.13.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed.

06.13.03	Tender registers.	TEMPORARY Destroy 7 years after last entry.
06.14.00	Visits (STUDENT RECRUITMENT) The activities involved in arranging visits to the <i>Institute of TAFE Tasmania</i> by other organisations, the public and students and visits by staff to schools, colleges, universities, workplaces and communities.	
06.14.01	Records documenting arrangements for visits by schools and industry representatives to the <i>Institute of TAFE Tasmania</i> facilities for promotion purposes.	TEMPORARY Destroy 2 years after action completed.
07.00.00	STUDENT SUPPORT The function of supporting students both on and off campus through the provision of information, counselling, tutoring, and employment services, financial assistance and advice and childcare arrangements. Includes support for individuals with special needs.	
07.01.00	Advice (STUDENT SUPPORT) The activities associated with offering opinions by or to the <i>Institute of TAFE Tasmania</i> . <i>See 07.05.00 for guidance or advice provided to individual students.</i> <i>See 06.01.02 for advice relating to enrolment including fees and charges.</i> <i>See 04.09.01 for requests for information about the Institute of TAFE Tasmania's training program by the general public or another organisation.</i> <i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions where the organisation is responding to Ministerial requests for advice or comments.</i>	
07.01.01	Records documenting the receipt and provision of advice relating to the Student Support function. <i>See 07.05.00 for advice and guidance provided to individual students.</i>	TEMPORARY Destroy 2 years after action completed.
07.02.00	Agreements (STUDENT SUPPORT) The processes associated with the establishment, maintenance, review and negotiation of agreements and contracts.	
07.02.01	Records documenting agreements and contracts, including internal service agreements. These may include: <ul style="list-style-type: none"> • agreements • contracts • memoranda of understanding • memoranda of agreement • service agreements • correspondence 	TEMPORARY Destroy 7 years after expiry or termination of agreement or contract.
07.02.02	Register of agreements or contracts.	TEMPORARY Destroy 7 years after expiry or termination of last agreement or contract.

07.03.00	<p>Arrangements (STUDENT SUPPORT) The activities involved in arranging for a journey or a trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.</p>	
07.03.01	Records documenting arrangements and approvals for special excursions.	TEMPORARY Destroy 2 years after action completed.
07.03.02	Records documenting arrangements to meet international students on arrival, during and out of normal business hours, including approvals for vehicle use and hire.	TEMPORARY Destroy 2 years after action completed.
07.04.00	<p>Committees (STUDENT SUPPORT) The activities associated with the management of committees, teams, working groups and task forces. Includes advisory and working committees. <i>See 07.15.01 for forums and the meetings of individuals and groups that are not considered committee or teams.</i></p>	
07.04.01	Records of internal and external committees where the <i>Institute of TAFE Tasmania</i> has the administrative or secretariat role including program meetings and team meetings. These may include: <ul style="list-style-type: none"> • appointment of members • final versions of minutes • agenda papers • reports • submissions 	PERMANENT
07.04.02	Records of external committees where the <i>Institute of TAFE Tasmania</i> does not have the administrative or secretariat role. These may include: <ul style="list-style-type: none"> • appointment of members • minutes • agendas • reports • submissions 	TEMPORARY Destroy 3 years after action completed or following next registration audit whichever is later
07.04.03	Records documenting the administration of committees including notices of meetings and routine correspondence.	TEMPORARY Destroy when reference ceases.
07.05.00	<p>Counselling (STUDENT SUPPORT) The activities associated with giving advice or guidance to a student for various reasons. Includes referrals to other community support agencies and the provision of information, advice, support and assistance relating to:</p> <ul style="list-style-type: none"> • training programs • career guidance • allowances and government assistance • personal and health issues • access and equity • grievance procedures • assessment • harassment <p><i>See 07.11.01 for the handling and resolution of student grievances.</i></p> <p><i>See 07.10.01 for the provision of financial assistance to students.</i></p> <p><i>See 07.13.00 for the provision of learning support for students.</i></p>	

07.05.01	<p>Records documenting counselling and advice provided to individual students on sensitive matters. Includes advice relating to:</p> <ul style="list-style-type: none"> • access and equity • discrimination • harassment • disabilities • grievance procedures • medical conditions • personal issues • assessment <p>Records may include:</p> <ul style="list-style-type: none"> • file notes • diary notes 	<p>TEMPORARY Destroy 7 years after action completed or when the student reaches the 25 years of age, whichever is later.</p>
07.05.02	<p>Records documenting advice provided to students on matters not included in 07.05.01. Includes advice relating to:</p> <ul style="list-style-type: none"> • training programs • career guidance • allowances and government assistance <p>Records may include:</p> <ul style="list-style-type: none"> • file notes • diary notes 	<p>TEMPORARY Destroy 2 years after action completed.</p>
07.06.00	<p>Discipline (STUDENT SUPPORT) The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries and punishment.</p>	
07.06.01	<p>Reports documenting disciplinary matters referred to student services.</p> <p><i>See 07.05.00 for advice and guidance provided to individual students.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
07.07.00	<p>Employment Services (STUDENT SUPPORT) The activities involved in providing services to assist students seeking employment. Includes the development of relationships with potential employers and employment agencies.</p>	
07.07.01	<p>Records documenting assistance provided to students seeking employment including correspondence with job network providers and prospective employers.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
07.08.00	<p>Enquiries (STUDENT SUPPORT) The activities associated with the handling of requests for information about the <i>Institute of TAFE Tasmania</i> and its services from the general public or another organisation.</p>	
07.08.01	<p>Records documenting routine enquiries and requests for routine information relating to student support.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
07.09.00	<p>Evaluation (STUDENT SUPPORT) The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation.</p> <p><i>See 07.20.01 for the re-evaluation process (after implementation, use and monitoring).</i></p>	
07.09.01	<p>Records documenting the evaluation of business development services or systems.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

<p>07.10.00</p>	<p>Financial Assistance (STUDENT SUPPORT) The activities associated with the provision of financial assistance to students including the assessment of need based on established criteria. Includes subsidies for childcare, book allowances, fee concessions and the provision of flexible methods to pay fees, and where appropriate the waiving of fees.</p> <p><i>See 07.05.00 for the provision of advice or guidance to individual students.</i></p> <p><i>See 07.02.01 for the processes associated with the establishment, maintenance, review and negotiation of agreements where fees are paid by instalments.</i></p>	
<p>07.10.01</p>	<p>Records documenting financial assistance provided to students. These may include:</p> <ul style="list-style-type: none"> • waiver forms • application forms • letters of allocation • correspondence <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for records of financial transactions associated with the provision of financial assistance.</i></p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
<p>07.11.00</p>	<p>Grievances (STUDENT SUPPORT) The activities associated with the handling and resolution of student grievances. Includes handling complaints over perceived discrimination, harassment or unfair treatment irrespective of where the complaints arise.</p> <p><i>See 04.11.01 for complaints relating to the delivery of programs.</i></p> <p><i>See DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions for grievances made by employees of the Institute of TAFE Tasmania.</i></p>	
<p>07.11.01</p>	<p>Records documenting student grievances. These may include:</p> <ul style="list-style-type: none"> • grievance forms • supporting documentation • formal written complaints • reports to senior management • interview notes • outcome reports 	<p>TEMPORARY Destroy 7 years after last contact with the student, or when the student reaches 25 years of age, whichever is later.</p>
<p>07.12.00</p>	<p>Induction (STUDENT SUPPORT) The process of providing orientation assistance to new students to facilitate their adjustment to the <i>Institute of TAFE Tasmania</i> environment. Includes international students.</p>	
<p>07.12.01</p>	<p>Records documenting the development and implementation of induction and orientation programs.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>07.12.02</p>	<p>Master copies of student induction manuals.</p>	<p>TEMPORARY Destroy 7 years after superseded.</p>
<p>07.12.03</p>	<p>Master copies of student diaries containing induction information.</p>	<p>TEMPORARY Destroy 1 year after superseded.</p>
<p>07.12.04</p>	<p>Authority forms signed by students on commencement of study. These may include:</p> <ul style="list-style-type: none"> • Internet usage forms 	<p>TEMPORARY Destroy 7 years after action completed or when the student has reached 25 years of age, whichever is later.</p>

07.13.00	<p>Learning Support (STUDENT SUPPORT) The activities involved in providing equipment, advocacy and assistance to students. Includes study skills training and individual learning support for at-risk students, students with special needs and international students.</p> <p><i>See 07.05.00 for the provision of advice to individual students.</i></p> <p><i>See 05.07.00 for records relating to the enrolment of international students and maintenance of student details.</i></p>	
07.13.01	<p>Records documenting support services provided to individual students including international students. These may include:</p> <ul style="list-style-type: none"> • file notes • student contact sheets <p><i>See 07.05.00 for counselling advice provided to students.)</i></p>	<p>TEMPORARY Destroy 2 years after last contact with student.</p>
07.13.02	<p>Records documenting the organisation of social and recreational activities for students including international and aboriginal students.</p> <p><i>See 04.03.01 for arrangements and authorisation for excursions.</i></p>	<p>TEMPORARY Destroy 2 years after action completed</p>
07.13.03	<p>Final versions of brochures and leaflets that provide lifestyle information for international students.</p>	<p>TEMPORARY Destroy 7 years after superseded.</p>
07.13.04	<p>Final versions of leaflets and brochures that provide information relating to the <i>Institute of TAFE Tasmania's</i> policies, procedures, and support services.</p>	<p>TEMPORARY Destroy when superseded.</p>
07.14.00	<p>Liaison (STUDENT SUPPORT) The activities associated with maintaining regular general contact between the <i>Institute of TAFE Tasmania</i> and professional organisations such as industry bodies, 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 or partnership agreements.</p> <p><i>See DA No.2135 - Disposal Schedule for Training and Assessment Records for Government Registered Training Organisations (RTOs) for liaison with industry bodies, industry professionals and other organisations relating to training delivery and/or assessment of accredited courses.</i></p>	
07.14.01	<p>Records documenting liaison with professional organisations, industry bodies, industry professionals, other organisations and community interest groups. Includes membership of industry and professional bodies and collaboration on projects that are not joint ventures.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
07.15.00	<p>Meetings (STUDENT SUPPORT) The activities associated with ad-hoc gatherings held to discuss issues and matters pertaining to the business of the <i>Institute of TAFE Tasmania</i>.</p>	
07.15.01	<p>Minutes, agendas and supporting documentation of meetings.</p> <p><i>See 07.04.00 for meetings of Committees, Programs or Teams.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

07.16.00	Planning (STUDENT SUPPORT) The process of formulating ways in which objectives can be reached.	
07.16.01	Records documenting the development of plans relating to Student Support including final versions of plans. These may include: <ul style="list-style-type: none"> • Business improvement plans • Disability action plans <u>See Disposal Schedule for Records of Common Administrative Functions (DA 2157) for strategic, corporate or business plans.</u>	TEMPORARY Destroy 7 years after plan is superseded.
07.17.00	Policy (STUDENT SUPPORT) The activities associated with developing and establishing decisions, directions and precedents that act as reference for future decision-making.	
07.17.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents. <u>See 07.18.02 for policy and manuals.</u>	PERMANENT
07.18.00	Procedures (STUDENT SUPPORT) Standard methods of operating laid down according to formulated policy.	
07.18.01	Records documenting the development and review of procedures and guidelines including induction procedures.	TEMPORARY Destroy 5 years after action completed.
07.18.02	Master copy of procedure manual. <u>Duplicate copies can be destroyed in accordance with DA No. 2158 – Disposal Schedule for Short-term Value Records.</u>	TEMPORARY Destroy 7 years after superseded.
07.19.00	Reporting (STUDENT SUPPORT) The processes associated with initiating or providing a formal response to a situation or request. Includes statistical reporting.	
07.19.01	Records documenting the completion of surveys and questionnaires conducted by industry and national bodies.	TEMPORARY Destroy 2 years after action completed
07.19.02	Statistical reports provided to other government agencies and authorities for funding provision.	TEMPORARY Destroy 1 year after action completed.
07.20.00	Reviewing (STUDENT SUPPORT) The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. <u>See 04.08.01 & 04.08.02 for the annual student satisfaction survey.</u> <u>See 07.09.01 for the process of determining the suitability of programs, items of equipment, systems, products or services.</u>	
07.20.01	Records documenting annual reviews of special programs and the annual business improvement review.	TEMPORARY Destroy 5 years after action completed.

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Assessment (student)	04.27.00
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Assessment guides - acquisition	03.01.01
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Assessment resources – acquisition	03.01.01
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Assessment resources - development	03.23.01
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Assessment results (non-AQTF accredited)	04.27.03
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Assessment tools	04.27.02
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Attendance	04.04.00
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Attendance lists	04.04.01
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Attendance registers	04.04.01
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Audit - See DA No. 2135 for audits of compliance with AQTF standards.	
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- See DA No. 2158 for financial audits.

Australian Quality Training Framework – See DA No. 2135 registration	
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AVET/MISS reports	05.16.01
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B

BOARD MANAGEMENT	01.00.00
Advice	01.01.00
Appointments	01.02.00
Arrangements	01.03.00
Liaison	01.05.00
Meetings	01.05.00
Public Reaction	01.06.00
Reporting	01.07.00
Board Appointments	01.02.01
Brochures (See also <i>DA No. 2157</i>)	06.01.02
Building Code of Australia - licences	04.16.02
Business Clients	02.03.00
BUSINESS DEVELOPMENT	02.00.00
Advice	02.01.00
Agreements	02.02.00
Client Relationships	02.03.00
Committees	02.05.00
Consultancy Services	02.05.00
Contracting -out	02.06.00
Enquiries	02.07.00
Evaluation	02.08.00
Joint Ventures	02.09.00
Liaison	02.10.00
Marketing	02.11.00
Meetings	02.12.00
Planning	02.13.00
Policy	02.14.00
Procedures	02.15.00
Project Management	02.16.00
Public Reaction	02.17.00
Reporting	02.18.00
Tendering	02.19.00
Tendering by ITT	02.20.00
Business Plans - See <i>DA No. 2157</i>	

C

CAD programs – licences	04.15.02
Ceremonies	05.04.00
Certificates	05.05.00
Certification	05.06.00
STUDENT ADMINISTRATION	
Change of status notices	04.11.02
Charities, donations, prizes etc. - See <i>DA No. 2157</i>	
Client Relationships	02.03.00
Commercial clients	02.03.01, 02.03.02
Commercial courses – enrolment	05.07.00
Committees	
BUSINESS DEVELOPMENT	02.04.00
LEARNING RESOURCE MANAGEMENT	03.04.00
PROGRAM DELIVERY	04.05.00
STUDENT ADMINISTRATION	05.06.00
STUDENT RECRUITMENT	06.03.00
STUDENT SUPPORT	07.04.00
Occupational Health & Safety – See <i>DA No. 2157</i>	
Competitions	04.11.03

Complaints See Grievances or Public Reaction

Compliance

LEARNING RESOURCE MANAGEMENT 03.05.00
PROGRAM DELIVERY 04.06.00

Consultancy Services

BUSINESS DEVELOPMENT 02.05.00
LEARNING RESOURCE MANAGEMENT 03.06.00

Contracting-out

BUSINESS DEVELOPMENT 02.06.00
LEARNING RESOURCE MANAGEMENT 03.07.00
PROGRAM DELIVERY 04.07.00
STUDENT RECRUITMENT 06.04.00

Contracts See Agreements

Copyright 03.10.00

Copyright declaration forms 03.10.05

Correspondence. Sentence according to relevant function and activity. See also *administrative functions included DA No. 2157 – Disposal Schedule for Records of Common Administrative Functions.*

Course enquiries 06.01.02

Course guides 06.01.02

Counselling 07.05.00

Customer Service 04.08.00

D

Diaries, student 07.12.03

Diplomas 05.06.00

Disability support 07.13.00

Discipline 07.06.01

Doctor's certificates 04.04.01

E

Employer files See *relevant disposal classes describing the records contained in the file*

Employer profiles 04.11.02

Employer visits 04.11.02

Employment Services 07.07.00

Enterprise employers – training programs 04.11.01

Enquiries

BUSINESS DEVELOPMENT 02.07.00

LEARNING RESOURCE MANAGEMENT 03.08.00

PROGRAM DELIVERY 04.09.00

STUDENT SUPPORT 07.08.00

Enrolment 05.07.00

accredited courses 05.07.00

cancellation 05.07.08

commercial courses 05.07.00

confirmation 05.07.06

enrolment forms 05.07.02

fees 05.07.10, 05.07.09

non-accredited courses 05.07.00

short courses 05.07.00

withdrawal 05.07.08

Evaluation

BUSINESS DEVELOPMENT 02.08.00

LEARNING RESOURCE MANAGEMENT 03.09.00

PROGRAM DELIVERY 04.10.00

STUDENT ADMINISTRATION 05.08.00

STUDENT RECRUITMENT	06.05.00
STUDENT SUPPORT	07.09.00
Evaluation forms	04.10.01
Evaluation – training programs	04.10.00
Excursions	04.03.01
Examinations external	05.03.01
Examination supervisors	05.03.01
Exhibitions	06.06.00
F	
Fee refunds	05.08.09
Feedback – training programs	04.08.02
Financial Assistance	07.10.00
G	
Graduation ceremonies	05.05.02
Graduation photos	05.05.04, 05.05.05
Grievances	
PROGRAM DELIVERY	04.11.00
I	
Induction	07.12.00
Industry liaison <i>see Liaison</i>	
Industry Training Advisory Boards (ITABS) <i>see Liaison</i>	
Industry Training Services	
PROGRAM DELIVERY	04.12.00
International Students	
Absentee forms	05.04.01
Accommodation	05.03.02
Arrivals	07.03.02
Doctor's certificates	05.04.01
Lifestyle brochures and leaflets	07.13.03
Marketing plans	02.13.01
Social and recreational activities	07.13.02
Student files	05.08.07, 07.13.01
Intellectual Property	
LEARNING RESOURCE MANAGEMENT	03.10.00
PROGRAM DELIVERY	04.12.00
ISBN identifiers	03.05.01
ISSN identifiers	03.05.01
J	
Job network providers	07.07.01, 07.14.01
Joint Ventures	
BUSINESS DEVELOPMENT	02.09.00
LEARNING RESOURCE MANAGEMENT	03.11.00
PROGRAM DELIVERY	04.13.00
L	
LEARNING RESOURCE MANAGEMENT 03.00.00	
Acquisition	03.01.00
Advice	03.02.00
Agreements	03.03.00
Committees	03.04.00
Compliance	03.05.00
Consultancy Services	03.06.00

Contracting-out	03.07.00
Enquiries	03.08.00
Evaluation	03.09.00
Intellectual Property	03.10.00
Joint Ventures	03.11.00
Liaison	03.12.00
Licensing	03.13.00
Marketing	03.14.00
Meetings	03.15.00
Planning	03.16.00
Policy	03.17.00
Procedures	03.18.00
Production	03.19.00
Public Reaction	03.20.00
Reporting	03.21.00
Research	03.22.00
Resource Development	03.23.00
Reviewing	03.24.00
Risk Management	03.25.00
Tendering	03.26.00
Tendering by ITT	03.27.00
Version Control	03.28.00
Learning resource materials – acquisition	03.01.00
Learning Resources - development	03.23.01
Learning Support	07.13.00
Lesson plans	04.30.02
Letters of appreciation	01.06.01
Letters of offer	05.08.04, 05.08.05
Liaison	
BOARD MANAGEMENT	01.04.00
BUSINESS DEVELOPMENT	02.10.00
LEARNING RESOURCE MANAGEMENT	03.12.00
PROGRAM DELIVERY	04.15.00
STUDENT ADMINISTRATION	05.09.00
STUDENT RECRUITMENT	06.07.00
STUDENT SUPPORT	07.14.00
Licensing	
LEARNING RESOURCE MANAGEMENT	03.13.00
PROGRAM DELIVERY	04.16.00
Training packages - acquisition	03.01.01
M	
Marketing	
BUSINESS DEVELOPMENT	02.11.00
LEARNING RESOURCE MANAGEMENT	03.14.00
STUDENT RECRUITMENT	06.08.00
Marketing Plans	02.13.01
Meetings	
BOARD MANAGEMENT	01.05.00
BUSINESS DEVELOPMENT	02.12.00
LEARNING RESOURCE MANAGEMENT	03.15.00
PROGRAM DELIVERY	04.17.00
STUDENT ADMINISTRATION	05.10.00
STUDENT RECRUITMENT	06.09.00
STUDENT SUPPORT	07.15.00
Memorandum of Understanding (MOUs) See Agreements, Consultancies, Contracting Out, Joint Ventures	

N	
Non-accredited courses – enrolment	05.07.00
O	
Occupational Health and Safety – See <i>Disposal Schedule for Records of Common Administrative Functions (DA No. 2157)</i> .	
Orientation programs	07.12.01
P	
Partnerships See Joint Ventures	
Performance Management	04.18.00
Planning	
BUSINESS DEVELOPMENT	02.13.00
LEARNING RESOURCE MANAGEMENT	03.16.00
PROGRAM DELIVERY	04.19.00
STUDENT ADMINISTRATION	05.12.00
STUDENT RECRUITMENT	06.10.00
STUDENT SUPPORT	07.16.00
Production - Learning Resources	03.19.01
Policy	
BUSINESS DEVELOPMENT	02.14.00
LEARNING RESOURCE MANAGEMENT	03.17.00
PROGRAM DELIVERY	04.20.00
STUDENT ADMINISTRATION	05.12.00
STUDENT RECRUITMENT	06.11.00
STUDENT SUPPORT	07.17.00
'Policy & Procedures Manual' – See <i>Procedures</i>	
Records	
Prizes – students	05.05.03
Procedures	
BUSINESS DEVELOPMENT	02.15.00
LEARNING RESOURCE MANAGEMENT	03.18.00
PROGRAM DELIVERY	04.21.00
STUDENT ADMINISTRATION	05.13.00
STUDENT RECRUITMENT	06.12.00
STUDENT SUPPORT	07.18.00
PROGRAM DELIVERY	04.00.00
Advice	04.01.00
Agreements	04.02.00
Arrangements	04.03.00
Committees	04.05.00
Compliance	04.06.00
Contracting-out	04.07.00
Customer Service	04.08.00
Enquiries	04.09.00
Evaluation	04.10.00
Grievances	04.11.00
Industry Training Services	04.12.00
Intellectual Property	04.13.00
Joint Ventures	04.14.00
Liaison	04.15.00
Licensing	04.16.00
Meetings	04.17.00
Performance Management	04.18.00
Planning	04.19.00
Policy	04.20.00

Procedures	04.21.00
Public Reaction	04.22.00
Reporting	04.23.00
Reviewing	04.24.00
Risk Management	04.25.00
Selection	04.26.00
Student Assessment	04.27.00
Tendering	04.28.00
Tendering by ITT	04.29.00
Training Delivery	04.30.00
Project Management – Business Development	02.16.00
Promotion See Marketing	
Public Reaction	
BOARD MANAGEMENT	01.06.00
BUSINESS DEVELOPMENT	02.17.00
LEARNING RESOURCE MANAGEMENT	03.20.00
PROGRAM DELIVERY	04.22.00
STUDENT ADMINISTRATION	05.14.00
Q	
Qualifications – trainers & assessors	04.06.01
Questionnaires	03.21.01, 03.22.01, 03.22.02, 05.15.02, 07.19.01
R	
Registers – Certification	05.05.01
Registered Training Organisation – See DA No 2135	
Reporting	
BOARD MANAGEMENT	01.07.00
BUSINESS DEVELOPMENT	02.18.00
LEARNING RESOURCE MANAGEMENT	03.21.00
PROGRAM DELIVERY	04.23.00
STUDENT ADMINISTRATION	05.15.00
STUDENT SUPPORT	07.19.00
Reports – Commercial activities	02.18.01, 02.18.02
Research	
LEARNING RESOURCE MANAGEMENT	03.22.00
Resources Development	03.23.00
Reviewing	
LEARNING RESOURCE MANAGEMENT	03.24.00
PROGRAM DELIVERY	04.24.00
STUDENT SUPPORT	07.20.00
Risk Management	
LEARNING RESOURCE MANAGEMENT	03.25.00
PROGRAM DELIVERY	04.25.00
Roll books	04.04.01
S	
Selection	04.26.00
Session plans	04.30.02
Short courses (business clients)	02.03.01, 02.03.02
Short courses - enrolment	05.07.00
Short term contracts see <i>Agreements</i>	
Sizing Statements	01.02.01
Software licences see <i>Agreements</i>	
Statements of attainment	05.05.01, 05.05.02, 05.05.03
Statements of completion	05.05.05

Statements of results	05.05.05
STUDENT ADMINISTRATION	05.00.00
Advice	05.01.00
Agreements	05.02.00
Arrangements	05.03.00
Ceremonies	05.04.00
Certification	05.05.00
Committees	05.06.00
Enrolment	05.07.00
Evaluation	05.08.00
Liaison	05.09.00
Meetings	05.10.00
Planning	05.11.00
Policy	05.12.00
Procedures	05.13.00
Public Reaction	05.14.00
Reporting	05.15.00
Student assessment	04.27.00
Student attendance	04.04.00
Student authority forms	07.12.04
Student awards	05.04.03
Student diaries	07.12.03
Student evaluations	04.08.03
Student excursions	04.03.01
Student files see <i>relevant disposal classes describing the records contained in the file</i>	
Student logs	03.00.00
Student record books	04.27.02
STUDENT RECRUITMENT	06.00.00
Advice	06.01.00
Agreements	06.02.00
Committees	06.03.00
Contracting-out	06.04.00
Evaluation	06.05.00
Exhibitions	06.06.00
Liaison	06.07.00
Marketing	06.08.00
Meetings	06.09.00
Planning	06.10.00
Policy	06.11.00
Procedures	06.12.00
Tendering	06.13.00
Visits	06.14.00
Student Satisfaction Survey	04.08.01, 04.08.02
STUDENT SUPPORT	07.00.00
Advice	07.01.00
Agreements	07.02.00
Arrangements	07.03.00
Committees	07.04.00
Counselling	07.05.00
Discipline	07.06.00
Employment Services	07.07.00
Enquiries	07.08.00
Evaluation	07.09.00
Financial Assistance	07.10.00
Grievances	07.11.00
Induction	07.12.00
Learning Support	07.13.00

Liaison	07.14.00
Meetings	07.15.00
Planning	07.16.00
Policy	07.17.00
Procedures	07.18.00
Reporting	07.19.00
Reviewing	07.20.00
Support materials – acquisition	03.01.01
Support materials - development	03.23.01
Survey – Student Satisfaction Survey	04.08.01, 04.08.02
Surveys	03.21.01, 03.22.01, 04.08.01, 04.08.02, 05.15.02, 07.19.01
T	
Teaching contracts see <i>Agreements</i>	
Teaching plans	03.00.00
Teaching resources - development	03.23.01
Team Meetings see <i>Committees</i>	
Tender Registers	02.19.03, 03.26.03, 04.28.03, 06.13.03
Tendering	
BUSINESS DEVELOPMENT	02.19.00
LEARNING RESOURCE MANAGEMENT	03.26.00
PROGRAM DELIVERY	04.28.00
STUDENT RECRUITMENT	06.13.00
Tendering by ITT	
BUSINESS DEVELOPMENT	02.20.00
LEARNING RESOURCE MANAGEMENT	03.27.00
PROGRAM DELIVERY	04.29.00
Tests see <i>Student Assessment</i>	
Timetabling	04.03.02
Trainee reports	04.23.01
Trainees	04.02.03, 04.11.02, 04.23.01
Training Delivery	
PROGRAM DELIVERY	04.30.00
Training materials	03.00.00, 04.30.02
Training Packages	03.00.00
Training packages – acquisition	03.01.01
Training Packages – development	03.23.01
Training packages - licences	03.01.01
Training plans	03.00.00, 04.30.02
Tutors	04.07.01, 04.07.03, 04.07.04
U	
URL identifiers	03.05.01
V	
Validation – assessments - See DA2135	
Venue bookings	04.03.02
Version Control	03.28.00
Version Control Register	03.28.01
Visits – Student Recruitment	06.14.00
Visits to employers	04.12.02
Vocational placements	04.30.01
W	
Workplace assessment forms	04.12.02