

STUDENT FILE MANAGEMENT POLICY

PURPOSE

Any student who enrolls with Yorke Institute shall have a file to record and store all documentation.

All files will be stored in a secure location in Yorke Institute Training Administrations office and will only be accessible by the authorized staff.

Students may have access to information in their files but must go through a formal request procedure to access information on their files. (Refer to Access to Records Policy).

All files will state the student's name, ID and the name and code of the qualification they are enrolled in.

PROCEDURE

The following records are required to be collected and filed in student's files:

- Application Form
- Numeracy and Literacy Assessment
- Student Details
- Training Plan showing details of:
 - Name and code of the qualification enrolled in
 - Units of competence enrolled in
 - Commencement and proposed completion dates of the course
 - COEs and variations
 - RPL/RCC and Credit Transfer Details
 - Medical Certificates (if applicable)
 - Other information relevant to the student